

**LIBRARY BOARD MEETING
MINUTES**

TUESDAY
JANUARY 10, 2012
8:03 P.M.

1. **Roll Call:** Dan Funke, Kendra Mork, Jan McCrary, Michelle Stewart, Christine Gable, Denise Omlie, Jo Walters, and Tammy Carlyle (5 minutes late).
2. **Approval of Agenda:** Denise made a motion to approve the agenda, seconded by Jan. Passed 6/0.
3. **Minutes of Regular Meeting December 12, 2011:** Jan makes a motion to approve the minutes from December, seconded by Michelle. Passed 7/0.
4. **Correspondence and communications**
 - a. **Construction Update:** The fascia was ordered and will be put up. The drainage will be fixed to prevent leakage in the basement. Talking about adding more wiring for the computers.
 - b. **Football Storage of Equipment Update:** Moved in the equipment on the 26th. There was an agreement between the city and the football league for the storage.
5. **Librarian's Report**
 - a. **Circulation Report:** There were a lot of library cards issued, but most of them were to the other libraries that are part of the interlibrary loan system. December was slow, but normal. This year was less people, but more checkouts. Looking to reconfigure the computer lab by expanding the lab to hold 5 to 6 more computers. Will bump out the walls into the walk-way into the storage room.
6. **Financial Report**
 - a. **Approval of December Reports:** Ended the year still within budget. Received the past check from the city, but did not receive all of the 2 mils because they did not get the entire amount. Michelle makes a motion to approve the financial report, seconded by Christine. Passes 7/0.
7. **Old Business**
 - a. **Mission and Goals Statement:** We will show that the mission and goals statement was reviewed on this date, and it is still relevant.
8. **New Business**
 - a. **Digital Board Packets:** We will look into a multipage scanner to help facilitate the transition to a digital file.
 - b. **Promotion of e-book check out and Online Research Center Genealogy:** We are waiting for the state's library to get their collection up then Goddard's library will then have e-books for checkout. Kendra is working on get a bulletin board up to promote the genealogy research that the library has access to.

- c. **Projects that we want to complete this year and when:** Get the wiring figured out for the computers to make sure that any new computers will be able to be supported by the end of February. Look at purchasing the new computers by the end of March or April. The drop box will not be looked at until March or April. Looking at signs for over the stacks to help identify the different sections. March we will create the policies and guidelines for the self-renewal part of the website. Landscaping issues have been discussed with several people at the city. We want the water to drain away from the building; the landscaping is hard to manage because of the rock and weeds. Bring ideas to next meeting.

9. **As may be presented:** Nothing at this time.

10. **Adjournment:** Jan makes a motion to adjourn, Denise seconded. Passed 7/0.